

YOUTH SERVICES POLICY

Title: Central Office Dress Code Next Annual Review Date: 10/22/2013	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.56
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References: YS Policy A.2.15 "Dress Code - Facility and Community Services"	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 10/22/2012

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the "Dress Code" for Youth Services (YS) Central Office staff.

III. APPLICABILITY:

All employees at YS Central Office, including part-time and student workers.

IV. DEFINITION:

YS Central Office - Offices of the Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretaries, and their support staff.

V. POLICY:

It is Deputy Secretary's policy that employee attire during work hours and work-related activities shall be appropriate to the duties and content of the position, to the safety of the employee and other individuals, and to the probability of public contact. The personal appearance, grooming, and personal hygiene of employees contribute significantly toward the public impression of YS. Employees are expected to present a neat and professional appearance at all times. While the decision on dress is a personal choice by the employee, the employee's supervisor shall make the final decision whether the attire is appropriate for the work environment.

Because of working in close proximity to co-workers, employees shall also be considerate of their co-workers when applying perfumes, colognes, and after-shave lotions, and should also limit the use of fragrances (e.g., hand lotions, potpourris, air fresheners) within the workplace.

VI. DRESS/APPEARANCE CODE:

- A. Employees shall be neat at all times and shall be clean in appearance.
- B. When representing the agency in a meeting, at a court appearance, etc., employees should dress in professional attire as appropriate.
- C. Appropriate work clothing consists of:
 - 1. Blouses, shirts, sweaters, and other top garments that are not too tight, too low cut or revealing;
 - 2. Slacks or pants that are not too tight, revealing or worn too low;
 - 3. Capri pants that reach mid-calf;
 - 4. Professional length dresses/skirts; and.
 - 5. Jeans in good condition, not torn, faded or ripped, and tennis shoes on Fridays, the day before a holiday, or specified "casual dress" days.
- D. Inappropriate work clothing consists of:
 - 1. Short dresses/skirts, mini-skirts, mini-skorts, shorts or short capris, leggings;
 - 2. Halter tops, backless tops, tube tops, camisole type T-shirts, tank tops or muscle shirts, and spaghetti strap or strapless blouses;
 - 3. Clothing with inappropriate language (obscenities) or pictures;
 - 4. Flip flops, beach type shoes, and/or Crocs, slippers;
 - 5. Sweatshirts, sweatpants, windsuits and windpants, scrubs; and

- 6. T-shirts, with the exception of OJJ issued t-shirts which may be worn on Fridays and other days as approved by the Deputy Secretary.
- E. ID Card - Agency issued identification cards shall be worn at all times. The card shall include the staff member's photograph and name. No pins or stickers shall be attached to the card. The ID card shall be prominently displayed. Badges and identification cards shall only be used in the performance of official duties.
- F. Visible body piercings (nose, tongue, lip, eyebrow, etc.), other than earrings are not permitted.
- G. Exposure of offensive tattoos is prohibited.
- H. Mustaches and Beards shall be neatly trimmed.

Central Office employees visiting facilities or regional offices should refer to YS Policy A.2.15 "Dress Code – Facility and Community Services" and abide by the established restrictions to the fullest extent possible.

VII. RESTRICTIONS:

Youth Services staff shall not purchase, consume, possess any alcoholic beverages, nor loiter at any establishment serving alcoholic beverages while wearing clothing displaying the agency name/emblem.

VIII. EXCEPTIONS:

The Deputy Secretary may grant an exception to any provision of this policy, provided such exception shall not be in conflict with Civil Service rules or other pertinent policies/regulations.

Previous Regulation/Policy Number: A.2.56

Previous Effective Date: 07/21/2010

Attachments/References: